Assigning Function Keys (F-keys) in Workflows version 3.5.

14 Jun 2016 Updated Nov. 30 2017

1. Open & login to Workflows.

2. Overview:

a. Some F-keys are reserved and will not assign (no, I don't know why, except F1 which is always help in any program). These are F1-Help, F6, F8, and F10.

b. No F-key can be assigned to more than one function at a time. The ALT key and the SHIFT key can be used to make additional functions available. for example, the "Pay Bills" function is assigned to F8+ALT – you press the ALT key AND the F8 key together and "Pay Bills" comes up.

c. Each wizard can only be assigned to one F-key at a time. So, for example, if "Checkout" is already assigned to F9, you must clear it from F9 before you can assign it to a different F key.

d. Function keys are set on each device, not the user. Every different user that logs into a specific computer will have the F-key shortcuts that were mapped on that computer.

e. There are at least 2 ways to map a function key. There is no real difference as far as end results go; pick the one you like best.
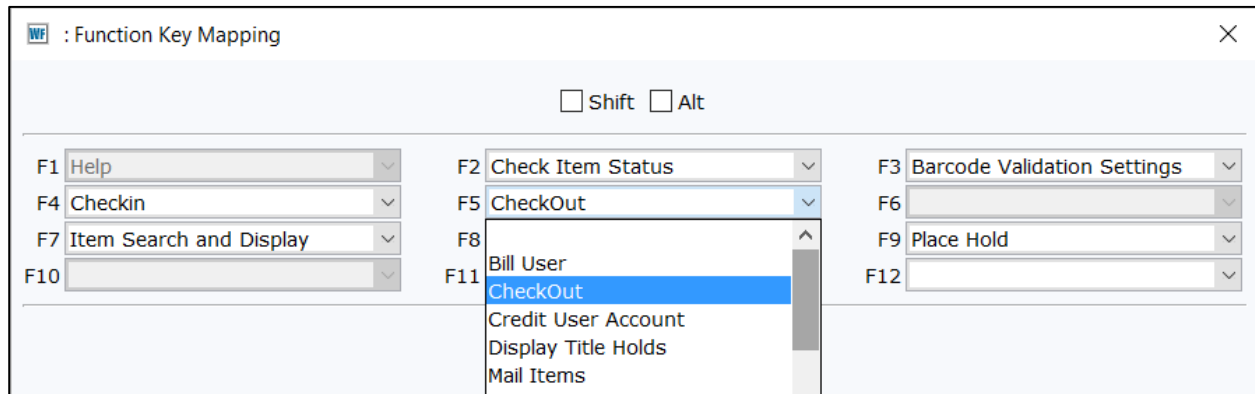
3. METHOD 1

a. Click on Preference on the top menu bar.

b. Hover over Desktop, then hover over Current Toolbar

c. Click on Function Key Mapping. The pop-up shows current assignments.

d. Putting a check in either the Shift box, the Alt box, or both will display all the Function key sets that are currently assigned to either modifier (or both).

e. To CLEAR an F-Key, click on the F# box dropdown you want to clear.

i. In the dropdown box, pick the BLANK line at the top and click on it.

f. To assign a new F-key:

      i. In an UN-assigned F-key, click on the dropdown arrow.

      ii. Pick the function desired for that key from the dropdown and click on it.

WF : Function Key Mapping		✕
☐ Shift ☐ Alt		

| F1	Help		F2	Check Item Status		F3	Barcode Validation Settings
F4	Checkin		F5	CheckOut		F6	
F7	Item Search and Display		F8			F9	Place Hold
F10			F11	Bill User / **CheckOut** / Credit User Account / Display Title Holds / Mail Items		F12	

g. If the desired function does not show up on the list, it's probably assigned to a different F-key already.

      i. Go through all the current assignments until you find the function you seek, and then clear that F-key as above.

      ii. Once that function is no longer assigned to an F-key, it shows up as available on the dropdown list.

4. METHOD 2

a. Click on Preference

b. Hover over Desktop, then Current Toolbar

c. Click on Local Toolbar Management.

d. Under Local Toolbar Files in the right column, there should be a module listed: Circulation, Cataloging, etc.

      i. If there is not, go to the middle section.

      ii. Under Customized Toolbar Files, RIGHT-click on Circulation

      iii. Click "Copy to Local". You should now see "Circulation" under Local Toolbar Files.

e. Click on the + (plus sign) next to "Circulation" to expand the list to see all the functions.

f. Hover over any function to see if an F key is currently assigned.
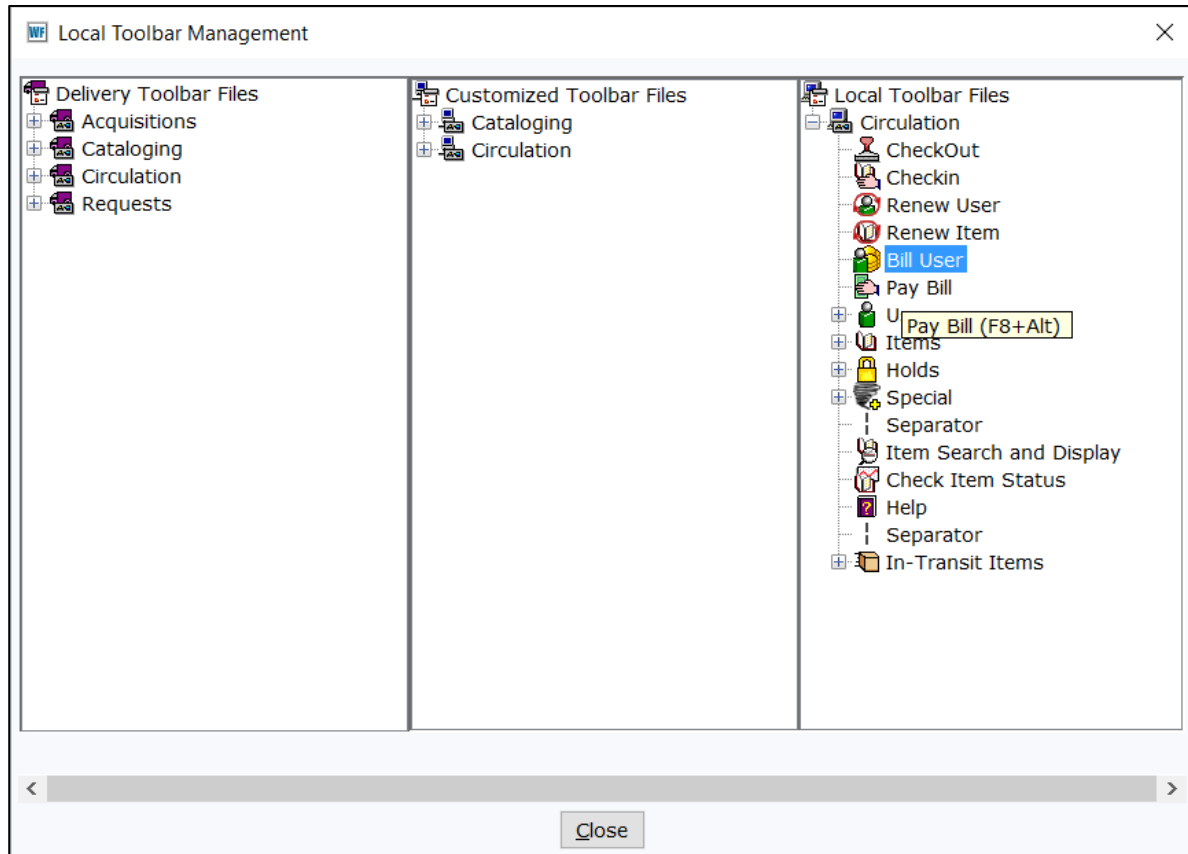
g. To CLEAR an F-Key, RIGHT-click on the function that key is assigned to.

     i. Click Modify

     ii. Click the down arrow next to Key Sequence

     iii. Click No Key Mapping

     iv. Click OK

     v. Example: "Pay Bills" is assigned to F8+Alt. Right-click on Pay Bills. Click on Modify. Click on the Key Sequence drop down. Click on No Key Mapping. Click OK. Done.
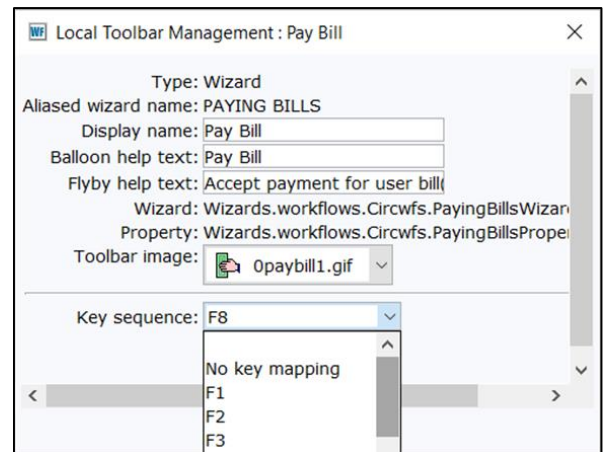
h. Find the function that you want to map to an F-key. Decide which F-key you want it assigned to. If that F-key is already in use, clear it as explained above.

i. RIGHT-click on the function you want to assign.

j. Click MODIFY – new screen pops up.

k. Click on the down arrow to the right of the KEY Sequence box.

l. Click on the F-Key you want to assign that function to.

m. Click OK.

n. If you want to do another one, repeat the above steps. If done, go to the next step.

o. Click OK or CLOSE at the bottom of the pop-up window.
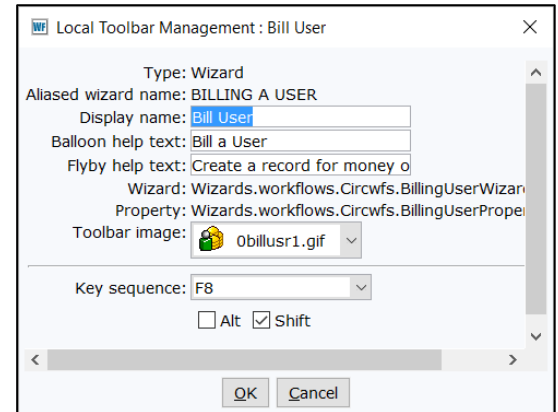
5. You *may* need to close Workflows for the new keys to work. When it asks to save properties, say yes.

6. Open Workflows. Your new function keys should be working.

Additional Resources:

Click here to watch a video walkthrough of this process from the MSC